

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140087-7

REPORTS INVENTORY

DDS-OTR-LS-11

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

END OF COURSE REPORTS

2. TYPE
OF
REPORT

STATISTICAL

XXX NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

XXX TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

At the conclusion of courses

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

XXX NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DTR Memo

10. PREPARING COMPONENT (include lowest level
contributing information to report)

LS Dept Chiefs

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

none

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-08 *	4.90		4		19.60				
GS-05	3.60		1		3.60				
					23.20		x 30		= 696.00
*Average grade of faculty making course reports.									

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$696.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Informs DTR of nature of course training at School level.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

XXX OTHER (explain)

CHANGE

DISCONTINUE

Discretion of DTR

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

150

\$696.00

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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21 September 1970

DC/LS